

7

Felipe & Vitalina Cardenas
100 Lawton Drive
Milpitas, ca. 95035

Dear Jennifer:

We have been Milpitas residents for over 8 years and we love our town, and we are so proud of it that we love having family events so much that we have one almost every other year in Milpitas Halls. We had my mother's 70's birthday party at Jose Higuera Adobe Hall, our niece wedding, our nephew wedding, my 40th birthday party and now our daughter's Quinceanera (15th birthday) at the Community Center.

We have always had lots of fun, all of our family and friends go home happy and we get compliments about our town, about how well landscaped, cozy, and family oriented our Community Center is.

We only have one suggestion for improvement, and at the same time it is a special request, can you use your outside flashing billboard to show the family events that are happening that night? Not only will that give that special family event a touch of class from the city, but it will also make it easier for the guests to find the entrance to the Community Center, which people think of it as an oasis, because it's hard to find but once you find it they think it's beautiful.

Jennifer, can you make this happen? Or would you please direct it to the person who can make it happen? Please feel free to call us with any information that you may need from us .

Felipe & Vitalina Cardenas
408-541-0490 (Felipe's work)
408-206-1665 (Felipe's Cell.)
408-970-8772 (Vita's work)
408-263-0881 (Home phone)

Felipe & Vitalina Cardenas

- 8.8 Access is limited to that portion of the facility agreed upon and is restricted from all other areas.
- 8.9 The Recreation Services Division shall be notified immediately of any maintenance problems or concerns, including vandalism and theft.
- 8.10 Dry mopping of the floor must be done after each use of the facility. All garbage must be disposed of properly. Any wet spills must be taken care of promptly and thoroughly.
- 8.11 Facility should be left in the condition in which it was found.
- 8.12 Groups proposing to charge an admission fee must receive permission and also include explanation in the cover letter as to the amount of charge and what proceeds are to be used for.

IX. SPECIAL POLICE DEPARTMENT COMMUNITY ROOM REGULATIONS

- 9.1 Rental hours 8:00am to 11:00pm
- 9.2 Use of the facility shall be primarily for residents, groups or individuals. No non-resident group or non-resident individual use will be permitted.
- 9.3 No alcohol is permitted in the facility
- 9.4 No parties may be scheduled for the facility.
- 9.5 Exceptions to any policy or regulation are subject to the approval of the Chief of Police or his or her authorized representative. The applicant must submit exception requests in writing. *Decisions of the Chief of Police or his or her authorized representative may be appealed to the City Manager and if not satisfied, to the City Council, whose decision shall be final.*

X. OPERATING PROCEDURES

- 10.1 No food or beverages may be served in the dance studio at the Milpitas Community Center.
- 10.2 No barbecuing or use of propane stoves is allowed outside or near all city facilities.
- 10.3 Groups granted use of City facilities shall use them only for such purposes as specified in facility use permit and shall limit use to the facility requested. Groups using additional facilities will be charged in accordance with the schedule of charges and such charges may be deducted from the cleaning and damage deposit.
- 10.4 Groups may use certain facility equipment, provided it is not removed from the premises. *Use of equipment must be specified in facility use application. City approval is required for any removal or change in the location of any stage rigging or other equipment, structures, enclosures or utility connections.*



- 10.5 Community Center marquee is to be used for City sponsored activities only. Exceptions must be approved by City Council. To seek exception, applicant must submit a written request at least 45 days prior to the proposed date of use. Requests will be reviewed by the City Council at a regularly scheduled City Council meeting.